

7 December 1964

**MEMORANDUM FOR: Assistant Director, Central Reference**  
**SUBJECT : Indexing of FDD Serial Reports and Certain Periodicals**

**PROBLEM:**

Subject and area control of FDD Serial Reports and certain periodicals.

**FACTS:**

1. The lack of detailed indexing of FDD Serial Reports has been considered a weakness of our central reference system for years, and the trend of recent thinking regarding centralized systems has revived discussions of this old problem. The DARE machine makes possible selective retrieval from many fragmentary articles such as in the FDD Serials and other similar series which are compilations of many subjects and are not suited to the standard Intellifax treatment. The DARE system obviates the need for either microfilming the individual articles indexed or for typing bibliographic references.

2. FDD Summaries are issued in the form of serial and ad hoc reports. Ad hoc reports are usually prepared to provide packaged information on one specific subject with exploitation in depth to the limit of FDD's foreign language publication sources. The latter are the more appropriate for IPI inclusion. The former are generally collections of collections of extracted information on broad subject/area bases.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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3. Machine Division and Document Division have recently conducted some experiments which indicate that it is feasible to index and DARE reproduce individual articles in the FDD Serials for inclusion in the Intellifax System. This scheme contemplates service to the customer with prints made directly from the DARE cards in the same manner as single page information reports. The Library's hard copy file of FDD summaries will be used to provide copies of articles which are continued on another page (and hence not complete on DARE card). No microfilming will be done and no source cards prepared. Any similar series can be processed in the same manner and if necessary fanned can be changed to hard copy storage.

DISCUSSION:

1. Attached as Tab 1 is a detailed draft procedure.
2. Manpower requirements to index these Serials in the Analysis Branch of DD would be about two (2) analysts. This is based on an estimated average of 5-6 reports per day requiring 2 1/2 to 3 hours each to index. (There are currently about 32 FDD serials (see attached list as Tab 2) of varying periodicity. We feel that all except the Soviet Military Biographic Information should be indexed). The indexing effort in DD as well as the additional effort in AD and the Library can be absorbed by present staffs. However, the work will suffer if personnel continue to leave without replacements.
3. FDD officials indicate that the serial reports contemplated for indexing by this proposal are not presently indexed and agree that subject control of this category of information should prove beneficial to research. They are prepared to cooperate by helping with certain procedural details such as the printing of the Summary number on each page and adding the word "(continued)" to indicate when an item carries over to the next page.

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RECOMMENDATIONS:

We recommend the subject and area indexing of selected FDD Summaries be started immediately as outlined in the attached procedure. If approved, we shall evaluate the effectiveness of this operation after six months of experience and recommend to you whether or not it should be continued.

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[redacted]  
Chief, Document Division

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[redacted]  
Chief, Machine Division

25X1

[redacted]  
CIA Librarian

CONCUR: 25X1

[redacted]  
Chief, Foreign Documents Div.

APPROVED: 25X1

[redacted]  
Assistant Director, CR

Attachments:

- Tab 1 - Intellofax FDD Summaries - Processing General Flow Chart
- Tab 2 - Current FDD Serial Reports